

Checklist of Dates – Standard Time Testing
ACT for Tennessee Statewide Test
April 22, 2009

TN

- ☐ October 13, 2008
 1. ACT mails initial letter from Tennessee Department of Education (TDOE) and Test Center Establishment packets to high school principals. Copies of all materials will be posted on the TDOE website at <http://www.state.tn.us/education/assessment/ACTtesting.shtml>
 2. ACT mails *sample* packet of establishment materials to System Testing Coordinators.
- ☐ **October 31, 2008** **Receipt Deadline** for Principals, Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TACs) to return School Information/Profile Forms to ACT.
- ☐ Mid November 2008 Schools are reminded to submit *Proposal for Off-Site Administration of the ACT for Tennessee*, if appropriate.
- ☐ **November 21, 2008** **Deadline** to register for a training workshop online at <http://www.act.org/aap/Tennessee/statetest.html>
- ☐ **December 12, 2008** **Receipt Deadline** for schools to submit completed *Proposal for Off-Site Administration of the ACT for Tennessee* to ACT (proposal form posted on TDOE website).
- ☐ January 13-15, 21-23, 2009 Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators, attend *required* training workshops (System Testing Coordinators are invited but not required to attend).
- ☐ January 19, 2009 Confirmation Forms mailed to Test Supervisors for final confirmation of shipping address and number of 11th grade students.
- ☐ **February 6, 2009** **Receipt Deadline** for Test Supervisors to return completed and signed Confirmation Forms to ACT.
- ☐ March 2009
 1. Schools finalize arrangements to meet standard testing requirements (how to train staff, isolate testing from other school activities, create rosters, etc.).
 2. Test Supervisor and Back-up Test Supervisor train Room Supervisors and Proctors assigned to help with standard time testing.

*** For key dates to Accommodations Testing, please see *Checklist of Dates – Accommodations Testing* ***

- ☐ Week of March 9

ACT ships copies of Supervisor’s Manual (one per 15 students) and student pre-test materials to Test Supervisors.
- ☐ Early March – April 21

Window for schools to schedule supervised sessions for students to complete identifying and non-test portions of the ACT answer folder (these sections may **not** be completed on test day); school staff affix state ID bar-code labels and complete HS code on ACT answer folders.
- ☐ Week of April 13, 2009

**Note: Early shipments to accommodate spring break schedules will be arranged.

 1. Schools receive secure standard time test materials (addressed to and checked in by Test Supervisor); after check-in, place in locked storage.
 2. Schools receive secure ACT-Approved Accommodations and State-Allowed Accommodations test materials (addressed to and checked in by Test Accommodations Coordinator); after check-in, place in locked storage.
- ☐ April 21, 2009

 1. Teachers remind students to bring acceptable ID, pencils, and calculators on test day; calculators must meet ACT requirements.
 2. Test Supervisor and Back-up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight.
- ☐ **April 22, 2009**

State testing day. Completed answer folders and test booklets (used and unused) packaged for pickup and return to ACT after testing.
- ☐ April 23, 2009

UPS picks up April 22 materials for return to ACT.
- ☐ May-June 2009

ACT mails ACT score reports (for students with reportable scores) to students, high schools, and colleges.
- ☐ Late August 2009

 1. ACT mails to each Principal score notification letters for distribution to students who tested with State-Allowed Accommodations.
 2. ACT sends High School and District Profile reports to Principals and Districts.

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